



SOLICITATION NUMBER: 7261122R10004
ISSUANCE DATE: June 8, 2022
CLOSING DATE/TIME: July 3, 2022 at 23:59 pm (Lusaka Time)

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor**

Dear Prospective Offerors/Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID) in Zambia, is seeking offers/applications from qualified persons to provide personal services under contract as described in this solicitation.

Offers/Applications must be in accordance with **Attachment I** of this solicitation. Incomplete or unsigned offers/applicants will not be considered. Offerors/applicants should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers/applications.

Any questions must be directed in writing to the Point of Contact specified in the Attached I.

Sincerely,

/s/

Mark Gray
Contracting Officer
USAID/Zambia

United States Agency for International Development (USAID)
Embassy of The United States of America
Subdivision 694/Stand 100
Kabulonga Road, Ibex Hill
P O Box 32481
Lusaka, Zambia

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 7261122R10004
- 2. ISSUANCE DATE:** June 8, 2022
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS/APPLICATIONS:** July 3, 2022; 23:59 pm Lusaka
- 4. POINT OF CONTACT:** Mark Gray, e-mail at EXOZambiaHR@usaid.gov
- 5. POSITION TITLE:** Decentralization Division Chief
- 6. SALARY/MARKET VALUE:** FSN-I2 equivalent to ZMW 790,574.34 – ZMW 1,252,048.89 per year
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Zambia. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Maximum of five (5) years total contract duration
- 8. PLACE OF PERFORMANCE:** Lusaka, Zambia with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS/APPLICANTS:** Cooperating country national” (“CCN”) means an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
- 10. SECURITY LEVEL REQUIRED:** Public Trust

II. STATEMENT OF DUTIES

General Statement of Purpose of the Contract:

The Development Program Management Specialist (Decentralized Division Chief) will serve as one of the main provincial U.S. Government (USG) liaisons to the Government of the Republic of Zambia (GRZ) and other key stakeholders. The incumbent will support the technical leadership and coordination with all areas of the health portfolio. S/he will organize and lead coordination meetings with the GRZ and USG partners in ensuring the appropriate collaboration of activities to minimize overlap and to convey USAID and PEPFAR priorities for health-related programming.

The Decentralized Division Chief will oversee government-to-government (G2G) activities within the provinces. S/he will work at a senior level in a high-priority program, possessing significant technical knowledge, in-depth proven track record of positively influencing G2G collaboration, and an ability to function independently in a highly demanding, frequently changing environment.

The Decentralized Division Chief provides general oversight of the G2G program with responsibilities for program management, strategic vision, fiscal integrity, quality and timing of deliverables and coordination with Implementing Partners (IP). S/he ensures effective written reports and oral presentations on behalf of the provincial health offices, including articulating project successes. The incumbent ensures the quality, cost and timeliness of performance of work at the provincial level.

The position will include extensive travel (approximately 35%), meeting with the host country government stakeholders and other leadership positions on project coordination and technical matters, and to supervise staff. The Decentralized Division Chief works closely with USAID Division Chiefs in Lusaka to communicate key challenges and successes and project coordination within the provinces.

Statement of Duties to be Performed:

Coordination and Representation

The Decentralized Division Chief provides policy and leadership in support of the USAID/USG health program, with a particular focus on provincial planning. S/he oversees provincial activities, assures monitoring and evaluation standards are met while providing expert technical and programmatic assistance as requested by USG staff. The incumbent works with various stakeholders in ensuring the appropriate integration of health activities across the GRZ, USG, coordinating partners, IPs and regional programs.

The Decentralized Division Chief proactively represents USAID in Ministry of Health-led provincial partner(s) meetings. Travel in this position is expected to be the equivalent of (at least) 35% of LOE.

- S/he ensures Provincial Office staff are coordinating appropriately with other stakeholders and partners.
- Provides technical support to provincial offices and works across the Health Office to ensure they receive appropriate support as needed, particularly concerning the integration of maternal and child health, family planning, malaria, and HIV.
- Strengthens partnerships with appropriate provincial authorities.

Team Management and Office Leadership

With minimal supervision, The Decentralized Division Chief provides technical, policy, programmatic and administrative management of key personnel and key components of USAID/Zambia's health activities in the public and private sector at a provincial level. S/he provides leadership and guidance in capacity building, planning implementation and in the development of achievable, measurable plans and objectives for the implementation of innovative health approaches into current programming across regional provinces. The incumbent coordinates with other technical staff on activities contributing to program objectives in ensuring they are synergistically working towards achievable objectives. S/he ensures synergies between USAID health activities and other governmental and non-governmental health activities by facilitating an exchange of professional and technical information, providing expert technical opinion and in identifying opportunities for technical and programmatic partnerships and collaboration. The Decentralized Division Chief oversees the provincial health offices and ensures team members are working at full capacity.

- The Decentralized Division Chief builds a cohesive, high-performing team by ensuring that team members uphold USAID team charter and values.
- S/he builds morale of the team, which includes organizing Decentralized Division meetings and working across the Health Office to create an atmosphere of innovation and calculated risk taking.
- Ensures Division priorities are appropriately reflected in venues by actively participating in or contributing in writing to bi-weekly meetings with the Division Chiefs, and bi-weekly team meetings, Zambia country team calls with USAID/Washington, and other meetings as needed.
- Provides regular communications and updates on behalf of the five provincial health offices.
- Reviews team deliverables prior to Office Director and/or Deputy Directors review to ensure high quality products.
- Clears all office requests, receipts, and workplans.
- Assists in the recruitment of personnel.

Staff Supervision and Mentoring

The Decentralized Division Chief provides programmatic and technical oversight and support to individuals working in the provincial health offices. S/he ensures the day to day operations of the provincial offices while working in coordination with the USAID/Zambia health team in Lusaka. The incumbent must be able to lead a technical office and its staff on programmatic, budgetary and personnel issues.

- The Decentralized Division Chief supervises the five Senior Technical Advisors, located in Copperbelt, Luapula, Muchinga, Northern, and Central respectively.
- S/he ensures supervisees are fulfilling roles and responsibilities in a timely and effective manner, meeting or exceeding performance standards.
- Provides leadership, coaching and mentoring to the team, especially supervisees, to build and enhance their skills.
- Creates yearly individual training plans for each staff member, through their supervisor.
- Conducts mid-term and annual performance reviews of professional staff and provides on-going feedback on their performance in a timely manner.
- Oversees the orientation of new staff.

IV. Reporting, Monitoring and Evaluation

The Decentralized Division Chief is responsible for the monitoring and evaluation of health activities directly affecting activities within the provinces s/he is assigned to. The incumbent establishes performance measures, collects and analyzes performance information, plans and manages evaluations and facilitates the management of performance information for decision-making and resource allocation. This position works with the M&E division in providing technical assistance in the development and implementation of M&E and SI activities to partners spanning these initiatives.

- The Decentralized Division Chief actively participates in the preparation of annual reports, congressional budget justifications, portfolio reviews, and dissemination of results to USAID/Washington, State Department, other US Missions, GRZ officials and other Zambian stakeholders.
- S/he supports the HIV/AIDS Country Operational Plan (COP), annual performance report (APR), other reports, and key program documents.

- Contributes to the Health team's effort in reporting on activities that take place in the provinces, including portfolio reviews, COP semi-annual and annual results reports, PPR, MRR, etc.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. Education: A Master's Degree in Public Health, Law or Management required.

b. Prior Work Experience: A minimum of seven years progressively responsible, professional-level experience in health sector program management, with five years working in the management of staff or of partners implementing or managing complex programming is required. Experience in strategic planning, program design, financial management, program coordination and implementation and monitoring and evaluation. At least five years of demonstrated leadership in technical subject matter, plus experience with integrating sectors to achieve demonstrable programmatic, collaborative impact needed. Experience in managing non-governmental organizational donor programs or activities, and demonstrated expertise in establishing and deepening relationships with GRZ partners and civil society.

c. Language Proficiency: English fluency (level IV) and a working knowledge (level III proficiency) of a local dialect (s) are required.

d. Job Knowledge: The Decentralized Division Chief must have a balanced knowledge and understanding of the economic, political, social, and cultural characteristics of Zambia; and, the economic development problems, resources, and resource constraints, and development prospects and priorities of Zambia and the region. S/he will have an advanced knowledge of the concepts, principles, techniques and practices related to decentralization, leadership and management, financial management, and monitoring and evaluation. The Decentralized Division Chief must have a good knowledge, or the potential to acquire such knowledge, of USG legislation, policy, and practice relating to development assistance; USAID programming policies, regulations, procedures, and documentation, and of the objectives, methodology, and status of assigned activities. The Decentralized Division Chief must also have a knowledge and understanding of the organization and respective roles of the different branches in the GRZ in order to enhance effective communication, and to develop consensus on program/project strategy and implementation plans.

e. Skills and Abilities: The ability to plan, organize, manage, and evaluate health program activities is essential. Superb representational skills required. Verbal communication skills, tact, and diplomacy are necessary in establishing and developing sustainable working relationships and a high level of trust with senior and middle-level GRZ officials, and with public and private organizations. Excellent analytical, written and oral communication skills expected. Strong interpersonal skills and a proven ability to work across USG and GRZ agencies and with diverse teams. Skills in design, budgeting, coordination and monitoring and evaluation expected. Demonstrated ability to integrate sectors in creative and innovative ways. Must be willing to travel throughout Zambia for approximately 35% of your time. The Decentralized Division Chief must possess the ability to work effectively in a team environment, and to achieve consensus on policy, project, and administrative matters. Good computer skills are required to manage activity goals and achievements.

Supervision Received: The Decentralized Division Chief will work under the direct supervision of the Health Office Director. As the incumbent is expected to work with a high degree of independence, s/he must be able to establish priorities, adhere to and meet deadlines, and perform responsibilities and duties with minimal guidance and little or no follow-up.

Supervision Exercised: The Decentralized Division Chief will supervise five Senior Technical Advisors, located in Copperbelt, Luapula, Muchinga, Northern and Central provinces respectively.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an

efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

Evaluation Factors (40 points)

- Work Experience: 10 points
- Knowledge: 10 points
- Skills and Abilities: 20 points

Interview Performance (40 points)

Writing Evaluation (20 points)

Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)

Total Possible Points: 100 points

IV. SUBMITTING AN OFFER/APPLICATION

- I. Eligible Offerors/Applicants are required to complete and submit:
 - i. A formal Offer/application letter or cover letter.
 - ii. A current CV.
 - iii. Copy of all degrees.
 - iv. A fully complete application form [AID 309-2](#) (Offeror Information for Personal Services Contracts with Individuals), available online at https://www.usaid.gov/sites/default/files/documents/FORM_AID_309-2_OMB_corrected_1.pdf
 - v. Contact information (telephone numbers and email addresses) for at least three references with knowledge of the applicant's prior work experience, who are not family members or relatives.
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.
3. Offeror/Applications submissions must clearly reference the Solicitation number in the subject line of the email and submitted documents. Submit your offer/application materials to: exozambiahr@usaid.gov

V. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

- I. **BENEFITS:**
A PSC is normally authorized benefits in accordance with the Local Compensation Plan.
2. **ALLOWANCES (as applicable):**
A PSC is normally authorized allowances in accordance with the Local Compensation Plan.

VI. TAXES

A PSC is responsible for calculating and paying local income taxes. USAID/Zambia does not withhold or make local income tax payments.

VII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing **CCN and TCN PSC** awards are available at these sources:

- I. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at <https://www.usaid.gov/sites/default/files/documents/aidar.pdf>.

2. **Contract Cover Page** form **AID 309-I** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

Only short-listed candidates will be contacted.

The U.S. Mission in Zambia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Zambia also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. We welcome candidates of all backgrounds and with diverse experiences to apply. We are committed to evaluating applications fairly.

--END OF SOLICITATION--